

Field Trip Sponsor's Checklist

(Leave form in main office upon departure)

| | |
|--------------------|---------------------|
| Destination: _____ | Sponsor Name: _____ |
| Date/Time: _____ | Cell Number: _____ |

_____ **Field Trip Proposal Form** - Completed form is submitted to the Field Trip Coordinator. Be sure to include the voucher number if it is an Arts Partners Trip. The number of students and chaperones you can accommodate on one regular bus is 60 for elementary schools, 50 for secondary schools. This form is always required.

_____ **Parent Permission Forms** - All forms are due from parents three weeks prior to trip. You will take these forms with you the day of your trip and turn in to the Coordinator upon return. This form is always required.

_____ **Chaperones determined and notified** - Contact all chaperones and **confirm all Chaperone Acknowledgement Forms are signed**, prepare the chaperone assignment **List of Students** and provide both to Coordinator. The volunteer coordinator can assist with determining who has background clearance and is approved to chaperone. These forms are always required.

_____ **Lunch Request Form** - The request form is due to the Cafeteria Manager **no later than two weeks prior to trip**. This form is required if not eating lunch at school.

_____ **Confirm transportation is finalized** (school bus or charter bus) **OR Submit Staff Transportation Form and/or Parent Provided Transportation Form**, along with supporting documentation. If applicable.

_____ **Fundraiser completed and money deposited** - All money is due to the bookkeeper no later than one week prior to trip. Make sure to follow the Activity Fund procedures. If applicable.

_____ **Request for Purchase Form** - If an activity fund check is needed for admission, the Request for Purchase form should already be approved by BOC and submitted for payment one week prior to payment due date. Take check on day of travel. If applicable.

_____ **Emergency Plan, Medicine and Signed Medication Forms** - If a student requires medication, take a copy of the signed medication form and the medicine on the trip. This is always required.

| LOCATION OF STUDENTS NOT ATTENDING FIELD TRIP | | | |
|---|----------|----------------|----------|
| STUDENT'S NAME | LOCATION | STUDENT'S NAME | LOCATION |
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